

**Higher Education and Student
Affairs Spring 2018 Practicum
Opportunities**

Title of Practicum

Office of Admissions – Graduate Practicum Student

Practicum Description Summary

The Office of Admissions is excited to offer a unique opportunity for a practicum student to gain valuable experience in the area of undergraduate admissions and enrollment management. Working with the Recruitment Team, our practicum student will gain knowledge related to the recruitment, enrollment, and retention of undergraduate students via the admissions cycle. In addition to special projects, the practicum student will assist with presentations for prospective and newly admitted students, gain counseling skills via individual interviews with students, and assist with the planning and implementation of on-campus programming for admitted students.

Sponsoring Office

The Office of Admissions is a department under the Office of Enrollment Management and the front-facing department and portal to the public for undergraduate recruitment for the Indiana University Bloomington campus. The Office of Admissions is responsible for recruiting new undergraduate students to the Bloomington campus each year, counseling prospective students and their families about the admissions procedure, providing accurate information to the public about our recruiting requirements and standards, and actively promoting Indiana University Bloomington through strategic marketing.

Department/Office web site address: <http://admissions.indiana.edu>

If multiple students can be selected for this position, please indicate the number of practicum students the site is willing to host:

Spring 2018

Number available: 1

Please identify any requirements outside the 8 hours per week of the practicum experience the student would be expected to complete:

Our practicum student will have the opportunity to work with programming and events that occur outside of the traditional 8am-5pm workday. Hours can be adjusted during the week to accommodate night and weekend events that the practicum student would like to attend during their experience in the Office of Admissions.

Learning outcomes associated with the practicum experience in your office:

Students will be able to:

- Identify and understand the role of college admissions in the undergraduate experience
- Apply knowledge of enrollment management principles in the higher education environment to other functional areas
- Facilitate decision-making for students as they apply and enroll to Indiana University

- Discuss and critique current culture surrounding admissions processes at similar peer institutions
- Appraise ethical considerations related to undergraduate admissions, access, and retention for incoming students
- Gain exposure to strategic decision-making and collaborative discussions
- Develop project management skills via individual and shared assignments

Provide a brief summary of the activities, duties, responsibilities and/or special projects associated with this position:

Practicum student will interact with prospective college students and their families through individual and group counseling appointments/sessions, both on and off-campus.

- Individual Student & Family Appointments/Counseling
- Group Presentations/Counseling/Workshops
- Special Group Presentations for visiting High Schools
- Potential High School Visits & College Fairs

Practicum student will have the opportunity to assist in the execution of on-campus recruitment programs for admitted students – such as, Red Carpet Days and Academic Excellence.

Practicum student will also work directly with the Executive Director to identify special projects dependent on student interest and skills. Examples of past/current projects include revamping paraprofessional staff training, benchmarking and assessment of peer institutions, and working with undergraduate student groups.

Site Supervisor for Practicum Experience

Name Stephanie Stephenson
 E-mail sacrowe@indiana.edu
 Phone 812-856-5802

Individual completing this form:

Name Jeni Waters, Office of Admissions
 Address 300 N. Jordan Ave.
 Phone 812-856-2544
 E-mail watersje@indiana.edu

- Yes, my department plans to attend the HESA Practicum Fair and we have completed the description form**
- No, my department does not plan to attend the HESA Practicum Fair, but we have available opportunities for students and I have completed the description form**
- No, my department does not plan to attend the HESA Practicum Fair and we have no available opportunities at this time.**